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LOGISTICS STAFF

SUPPORT AGREEMENTS PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 25-201, 1 December 1996, is supplemented as follows: This supplement is not applicable to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units.

1.2.3. Functional OPRs will include the support agreement manager (SAM) with legal, manpower, civil engineering, and financial representatives to review MOAs/MOUs for policy and procedural content, and approval when required.

2.1.1. HQ AMC/LGXP is the AMC program manager for support agreements.

2.2.1. Primary and alternate support agreement managers (SAM) will be designated to manage base-level support agreements programs at installations where AMC is the supplier. Designees will be identified, in writing, to HQ AMC/LGXP (information must include names, unit address, DSN telephone numbers, fax number, and e-mail address) with an info copy to NAF/LGX.

2.2.2. (Added) Parties should establish a suspense system and perform a preliminary review at least 120 days before the anniversary date. If a complete reaccomplishment is required, begin staffing with functional managers early enough to ensure the agreement does not become delinquent. If a revision is required within 180 days of the review date, review the entire agreement with all functional area agreement coordinators (FAAC) so that credit can be taken for the triennial review.

2.5.1. Where AMC is the supplier, the installation manpower office must verify manpower requirements identified by the FAAC as associated with receiver workload. Installation manpower offices will develop and prepare manpower annexes and attach to agreements for AMC host-base organizations which they service. Manpower annexes will be prepared when additional manpower resources are required by the supplier to support a new receiver organization, unique or dedicated receiver support, or a change in the mission of a receiver that demands expanded support requirements. Coordinate manpower annexes with the receiver organization at the local level.

2.7.2. Agreements will be forwarded, by the SAM, to the installation environmental office for review. Agreements found to have an impact will be annotated with a brief statement identifying the impact and be signed by an installation environmental officer.

2.8.1. Agreements having potential security impact will be forwarded, by the SAM, to the installation security force for review. Agreements found to have a potential security implication will be annotated with a brief statement identifying the impact and be signed by Chief, Security Forces.

3.2.1. It is not necessary to negotiate support agreements between AMC units.

3.2.1.1. (Added) The provision of small scale recurring support for a tenant unit with 25 or less personnel may not always justify the administrative effort and expense of preparing a full support agreement. In such cases, installation commanders may waive the need to raise a formal agreement but SAMs should still retain a written record of details to ensure continuity for the arrangement.

3.2.2. AMC supplier units will ensure AFRC and ANG receivers are provided a level of service equal to that offered to all other receivers.

5.2.1. Prior to final approval of support agreements, the SAM will obtain coordination from functional area managers involved in providing support either electronically or paper copy. Form letters may be used to obtain coordination and become a part of the documentation filed in the appropriate agreement folder. Forward one copy of each agreement to HQ AMC/LGXP and appropriate NAF/LGX.

5.3.1. Support agreements will be negotiated and approved at the lowest practical level of command.

	1 The vice wing commander is the approval authority where AMC is the supplier.
	1 The receiving unit commander is the approval authority where AMC is the receiver.

5.4.2. When an agreement is within 90 days of a triennial review and the supplier has not contacted the AMC receiver, it will then become the responsibility of the AMC receiver to initiate the triennial review.

A.2.1. Within the agreements number the third series of numbers (001) will be assigned sequentially to match the order in which agreements are accomplished within each calendar year (i.e., the first agreement accomplished in each calendar year will be assigned the number 001. The next agreement will be assigned 002. This procedure will continue until the start of a new calendar year).

GERALD F. FLANAGAN, JR., Colonel, USAF
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